

GSA's 2015 Federal Fleet Management Training- Overview Schedule

Tuesday, January 27, 2015

Time	Meeting Space #1	Meeting Space #2	Meeting Space #3
8:00am - 12:00pm	Private Showing of Auto Show Floor & Fleet Exhibits		
12:00pm - 12:30pm	Lunch		
12:30pm - 12:45pm	Welcome		
12:45pm - 2:15pm	OEM Panel Discussion		
2:15pm - 2:30pm	Break		
2:30pm - 3:30pm	Welcome to GSA Fleet Leasing	Motor Vehicle Management Fleet Systems Update	Federal Motor Vehicle Regulations and Policies
3:30pm - 3:40pm	Break		
3:40pm - 4:40pm	Vehicle Purchasing Overview	VAM 2015 and beyond	What is your Personal Liability While Driving a GOV?

Wednesday, January 28, 2015

Time	Meeting Space #1	Meeting Space #2	Meeting Space #3
8:00am - 8:50am	Safety and Accidents when Leasing from GSA Fleet	GSA Office of Motor Vehicle Management Update	The Hows and Whys of Vehicle and License Plate Registration
8:50am - 9:00am	Break		
9:00am - 9:50am	GSA Pilot Programs	Preparing for Line-Item Reporting- Part 1	GSA Fleet Vehicle Operations
9:50am - 10:00am	Break		
10:00am - 10:50am	What to Expect when Exchanging your Vehicle	Preparing for Line-Item Reporting- Part 2	Fleet Card 101
10:50am - 11:00am	Break		
11:00am - 11:50pm	Fleet Manager 101	GSA's Federal Fleet Management System (FedFMS)	Fleet Manager Panel
11:50am - 1:30pm	Lunch		
1:30pm - 2:20pm	Understanding Your GSA Fleet Bill	How to Order from AutoChoice and Schedules	What is your Personal Liability While Driving a GOV?
2:20pm - 2:30pm	Break		
2:30pm - 3:20pm	Future of Car Sharing in Government	GSA Office of Government-wide Policy Update	FAST Agency Administrator Training
3:20pm - 3:30pm	Break		
3:30pm - 4:20pm	Federal Motor Vehicle Regulations and Policies	GSA Fleet Acquisition & Fleet Management	FAST Query Tool Training

Thursday, January 29th, 2014

Time	Meeting Space #1	Meeting Space #2	Meeting Space #3
8:00am - 8:50am	Using Your GSA Fleet Credit Card	Keeping up to date with the Green Laws	Emerging Green Technologies
8:50am - 9:00am	Break		
9:00am - 9:50am	Managing Your Fleet Data	Ambulance Technology and Standards Update Part I	Motor Vehicle Management Fleet Systems Update
9:50am - 10:00am	Break		
10:00am - 10:50am	Meeting the Presidential Memorandum 2016 AFV Mandate	Ambulance Technology and Standards Update Part II	GSA Office of Motor Vehicle Management Update
10:50am - 11:00am	Break		
11:00am - 11:50am	Repeat Session TBD	Telematics in the Federal Fleet	Repeat Session TBD
11:50am - 12:00pm	Wrap-Up		
12:00pm - 4:00pm	Private Showing of Auto Show Floor & Fleet Exhibits		

**GSA Presents 2015 Federal Fleet Management Training
Training Sessions**

<u>Session Title</u>	<u>Presenters</u>	<u>Description</u>
<u>GSA Updates-</u> find out the latest news about what GSA is doing relating to vehicles and fleet management		
GSA Office of Government-Wide Policy Update	Alexander Kurien, GSA OGP	Join the Deputy Associate Administrator, Office of Asset & Transportation Management for a discussion on the latest news and offerings from the Office of Government-wide Policy. Come with your questions on how GSA OGP works with your agency in the rule-making process and issues guidance to meet your agency's needs.
GSA Office of Motor Vehicle Management Update	Bill Toth, Director, GSA MVM	Join the Director of the Office of Motor Vehicle Management for a discussion on the latest news and offerings from this organization. Come prepared to ask organization, leasing or purchasing. questions on any topic related to either side of the program.
GSA Office of Motor Vehicle Management Update	Bill Toth, Director, GSA MVM	Join the Director of the Office of Motor Vehicle Management for a discussion on the latest news and offerings from this organization. Come prepared to ask organization, leasing or purchasing. questions on any topic related to either side of the leasing or purchasing program.
GSA Pilot Programs	Stacy LoShciavo, GSA MVM	Learn about the various programs GSA MVM is piloting, such as: car sharing, AFV, Fleet Share, Collision Avoidance, etc.
Motor Vehicle Management Fleet Systems Update	Gina Jordan, GSA MVM & Christopher Alward, GSA MVM	What's new in the Systems arena to support GSA's vehicle purchasing and leasing customers? This session will provide an overview of the automated solutions that are key to our customers, highlighting the most recent changes and new technologies. Topics include AutoChoice, GSA Fleet DriveThru, FedFMS, FMVRS, Dispatch & Reservation Module and more.
Motor Vehicle Management Fleet Systems Update	Gina Jordan, GSA MVM & Christopher Alward, GSA MVM	What's new in the Systems arena to support GSA's vehicle purchasing and leasing customers? This session will provide an overview of the automated solutions that are key to our customers, highlighting the most recent changes and new technologies. Topics include AutoChoice, GSA Fleet DriveThru, FedFMS, FMVRS, Dispatch & Reservation Module and more.
<u>Laws and Regulations-</u> learn the laws and that govern federal fleet		
Federal Motor Vehicle Regulations and Policies	Connie Aaron, GSA OGP	Explore how Federal regulations governing motor vehicle management fit into an overall framework of laws, regulations, and policies. We will cover Federal Management Regulation 41 CFR 102-34 "Motor Vehicle Management" in its entirety and highlight recent updates. Bring your questions about motor vehicle regulations and policies!
Federal Motor Vehicle Regulations and Policies	Connie Aaron, GSA OGP	Explore how Federal regulations governing motor vehicle management fit into an overall framework of laws, regulations, and policies. We will cover Federal Management Regulation 41 CFR 102-34 "Motor Vehicle Management" in its entirety and highlight recent updates. Bring your questions about motor vehicle regulations and policies!
Keeping up to date with the Green Laws	Mark Reichhardt, DOE	A review of EISA and other green legislation. Learn of any updates in policies and mandates and how your fleet may be affected.
Meeting the Presidential Memorandum 2016 AFV Mandate	Karl Wolfe, GSA OGP & DOE	The Presidential Memorandum, Federal Fleet Performance, was released on May 24, 2011. The memorandum sets specific fleet performance goals for the Federal fleet and assigns responsibilities to both Federal agencies and GSA. This workshop will give you the tools and knowledge you need to help your agency meet the AFV mandate by 2016.
VAM 2015 and Beyond	Karl Wolfe, GSA OGP	The Presidential Memorandum, Federal Fleet Performance, was released on May 24, 2011. The memorandum sets specific fleet performance goals for the Federal fleet and assigns responsibilities to both Federal agencies and GSA. Your agency completed its VAM, what's next? This session will outline the actions needed, outcomes expected, and the timeline to accomplish these mandates. Come to learn how this important memorandum will impact you and your fleet now and well into the future. This session is for attendees at all levels of Federal fleet management from the field to the Agency Fleet Manager!
What is your Personal Liability While Driving a GOV?	Devin Beckes, GSA MVM & Peter McTernan, GSA Off. of General Counsel	Are you liable for job related accidents when you or your employees have accidents in a GOV? Did you know that state law determines this issue? This program addresses legal issues applicable to Government employees and managers. The workshop will cover the basics of the Federal Torts Claims Act and discuss cases where a Federal employee would not be liable, cases where a Federal employee would be liable and ways to protect yourself.

GSA Presents 2015 Federal Fleet Management Training Training Sessions

Fleet Mangement and Operation- topics cover a broad range from data requirements to upcoming trends in federal fleets.

FAST Agency Administrator Training	Ron Stewart, GSA OGP & Jeff Caldwell, GSA OGP	Learn how to manage the use of the Federal Automotive Statistical Tool (FAST) system within your agency, set up your agency's reporting hierarchy, manage user accounts, assign passwords, use the internal email notification system, set close dates, etc. -- everything agency FAST administrators must know to ensure timely and accurate reporting of the needed data for Federal vehicle fleets through FAST. Time permitting, you will learn about new features of FAST that affect agency administrators. Note: This session is specifically geared toward agency administrators and help desk POCs, and is not recommended for data-entry personnel.
FAST Query Tool Training	Ron Stewart, GSA OGP & Jeff Caldwell, GSA OGP	The Federal Automotive Statistical Tool (FAST) team will be available to answer your questions on the FAST system and the data reporting processes that system supports. The team will demonstrate how the query tool can help you with your agency's data reporting!
Fleet Card 101	Varuna Singh, GSA SmartPay	Provide cardholders with information about the GSA SmartPay Fleet Card Program, which are available to Federal government agencies and organizations. The Office of Charge Card Management (OCCM) will discuss the roles and responsibilities in managing a Fleet Card program, share leading practices, and provide some general resources available to agencies/organizations.
Fleet Manager 101	Connie Aaron, GSA OGP Karl Wolfe, GSA OGP Patrick McConnell, GSA OGP & Joddy Garner, GSA OGP	Are you new to Federal fleet management? Has it been a while since you've had a fleet management refresher course? Do you oversee, but don't actually perform the fleet management function within your agency? If you answered yes to any of these questions, you need to make plans to attend this workshop. We will discuss virtually everything you need to know to manage motor vehicle fleets in an informal environment geared toward learning and two-way conversations. This is your opportunity to learn about Fleet policies, procedures, mandates, new programs, and to ask any questions you have concerning motor vehicles and the fleet management process.
Fleet Manager Panel	Brian Smith, GSA MVM; Gene Selzer, GSA MVM	Discuss fleet management logistics, problems and successes with other Fleet managers. Speakers in include Agency Head Quarters Manager, local management and GSA Fleet Leasing management.
Future of Car Sharing in Government	Stacy LoSchiavo, GSA MVM	Over the past decade, car sharing has become an increasingly popular trend with the private sector. It gives consumers the ability to use a vehicle without the added costs of maintaining the vehicle. Car sharing can help federal agencies save money while still giving them the convenience of having vehicles at the ready. This session will be an open forum discussing the pilots conducted by GSA. We will also ask the audience if and how they are using car sharing at their agency.
GSA Fleet Acquisition & Fleet Management	Kevin Gibson, GSA MVM	Give our customers an overview of how GSA Fleet procures vehicles to lease to Federal customers. Provide guidance and discuss alternative fuel vehicles, vehicle options, fleet rightsizing, what vehicles we do, and don't, provide, vehicle replacement cycles.
GSA's Federal Fleet Management System (FedFMS)	Shane Hamilton, GSA MVM	What makes GSA's Federal Fleet Management System (FedFMS) the most logical choice for a vehicle inventory management system? During this session, you will learn how FedFMS optimizes fleet performance and productivity. Topics include Data Integrity and Automation, Mileage Reporting, Expenses, Reports and more.
The Hows and Whys of Vehicle and License Plate Registration	Vong Khamvongsa, GSA MVM & Patrick McConnell, GSA OGP	Come learn about the new A/B tag initiative for federal license plates, along with the rules, exceptions to the rules, how to work with your agency's records in the FMVRS, and your responsibilities for managing them.
Managing Your Fleet Data	Dan Reichmann, GSA MVM	Motor vehicle data reporting has grown very complex. Data submitted in one report is now being used to help complete multiple reports. Consideration is being given to how fleet data, now located in several data systems, could be merged. Accuracy has become much more important. Come learn about the progress being made, the work that is planned and how fleet data reporting will change just a few years from now.
Preparing for Line-Item Reporting Part 1	Karl Wolfe, GSA OGP; Ron Stewart, GSA OGP; & Jeff Caldwell, GSA OGP	Federal motor vehicle data reporting has grown complex. The time has come for line-item reporting to fulfill the fleet data reporting mandates. This workshop will highlight what is coming for line-item reporting and what it means for your agency. OGP will discuss the upcoming changes in FAST and can answer all of your questions!
Preparing for Line-Item Reporting Part 2	Karl Wolfe, GSA OGP; Ron Stewart, GSA OGP; & Jeff Caldwell, GSA OGP	Federal motor vehicle data reporting has grown complex. The time has come for line-item reporting to fulfill the fleet data reporting mandates. This workshop will highlight what is coming for line-item reporting and what it means for your agency. OGP will discuss the upcoming changes in FAST and can answer all of your questions!
Telematics in the Federal Fleet	Joddy Garner, GSA OGP; Lori Rectanus, GAO; Tom Moriarty, GSA MVM; James Kerr, HHS; & Bill Griffith, Div. Chief, Montgomery Co.	In May 2014, the Government Accountability Office (GAO) released a report "Federal Vehicle Fleets: GSA Has Opportunities to Further Encourage Cost Savings for Leased Vehicles" (GAO 14-443). GAO indicated in the report that the experts consulted by GAO "agreed that in some cases, telematics could facilitate cost savings by providing fleet managers with information needed to reduce fleet size, fuel use, misuse of vehicles, and unnecessary maintenance." Learn how Federal Fleet Managers are using telematics in their fleets and how you can use them in your own fleet!

GSA Presents 2015 Federal Fleet Management Training Training Sessions

Buying Vehicles- GSA Automotive is the mandatory source for purchasing non tactical vehicles. These sessions focus on how to order and updates about vehicle

Ambulance Technology and Standards Update Part I	Jim Green, NIOSH; Dave Bryson, NHTSA; & John McDonald, GSA MVM	GSA Engineering, NIST, NIOSH, and NHTSA experts will provide an update on the specifications and new safety technologies available for ambulances.
Ambulance Technology and Standards Update Part II	Jennifer Marshall, NIST; Dave Bryson, NHTSA; & John McDonald, GSA MVM	GSA Engineering, NIST, NIOSH, and NHTSA experts will provide an update on the specifications and new safety technologies available for ambulances.
Emerging Green Technologies	Matthew Stockburger GSA MVM	Learn about sustainable practices in fleet management for public sector fleets, the use of alternative and renewable fuels and technologies, and items currently being developed to assist vehicle drivers.
How to Order from AutoChoice and Schedules	Chris Davis, GSA MVM	This session will answer your questions about how to order vehicles via AutoChoice and Schedules, and ease your purchasing process.
OEM Panel Discussion	Bill Toth, Director, GSA MVM	Representatives from the Chrysler Group LLC, Ford Motor Company, General Motors Company, and RP Automotive will present.
Vehicle Purchasing Overview	Leonard Fedoruk, GSA MVM	An overview of vehicle purchasing to include the latest offerings and regulation changes. Introduce the new look of AutoChoice and learn about future modifications.

GSA Fleet- sessions are focused on topics that relate to the GSA Fleet leasing program. All may attend as much of the information can relate to non customer issues.

GSA Fleet Vehicle Operations	Wes Powell, GSA MVM; Steve Olds, GSA MVM; & and Lander Allin, GSA MVM	This seminar will provide an overview of GSA Fleet vehicle maintenance and care. Information will include education on vendor management, national agreements, and preventative maintenance providing the fleet manager with skills and resources available to Fleet customers.
Safety and Accidents when Leasing from GSA Fleet	George Schaubhut, GSA MVM	An overview of safety and accident preventative measures. Also learn what to do in the event of an accident while driving a GSA leased vehicle.
Understanding Your GSA Fleet Bill	Shane Brosius, GSA MVM & Taylor Wynings, GSA MVM	Show GSA Fleet leasing customers the in and outs of their Fleet bills. Walk through d viewing the bill in VCSS and payment. Include Speedpay and IPAC discussions.
Using Your GSA Fleet Credit Card	Jenny Kane, GSA MVM & Taylor Wynings, GSA MVM	Come learn how GSA monitors, detects and prevents fraud with the Fleet Services Card.
Welcome to GSA Fleet Leasing	Chris Bross, GSA MVM and Nick Capaldi, GSA MVM	For both new and existing GSA leasing customers. Learn and refresh your memory about the tools available to you and how to maintain your GSA vehicle. From using the fuel card to reporting an accident to utilizing GSA's fleet drive thru services.
What to Expect when Exchanging your Vehicle	Cheryl Hall, GSA MVM & Gordon Lancaster, GSA MVM	An explanation of the ordering and exchange process for GSA Fleet leasing customers.

GSA's 2015 Federal Fleet Management Training Agenda

Date	Start time	End time	Room	Session Title	Presenters	Description
Tuesday, January 27, 2015	8:00 AM	12:30 PM		EXHIBITOR & AUTO SHOW FLOOR OPEN (includes lunch break)		
Tuesday, January 27, 2015	12:30 PM	12:45 PM	B	Welcome		
Tuesday, January 27, 2015	12:45 PM	2:15 PM	B	OEM Panel Discussion	Bill Toth, Director, GSA MVM	Representatives from the Chrysler Group LLC, Ford Motor Company, General Motors Company, and RP Automotive will present.
10 MINUTE BREAK						
Tuesday, January 27, 2015	2:30 PM	3:30 PM	A	Welcome to GSA Fleet Leasing	Chris Bross, GSA MVM and Nick Capaldi, GSA MVM	For both new and existing GSA leasing customers. Learn and refresh your memory about the tools available to you and how to maintain your GSA vehicle. From using the fuel card to reporting an accident to utilizing GSA's fleet drive thru services.
			B	Motor Vehicle Management Fleet Systems Update	Gina Jordan, GSA MVM & Christopher Alward, GSA MVM	What's new in the Systems arena to support GSA's vehicle purchasing and leasing customers? This session will provide an overview of the automated solutions that are key to our customers, highlighting the most recent changes and new technologies. Topics include AutoChoice, GSA Fleet DriveThru, FedFMS, FMVRS, Dispatch & Reservation Module and more.
			C	Federal Motor Vehicle Regulations and Policies	Connie Aaron, GSA OGP	Explore how Federal regulations governing motor vehicle management fit into an overall framework of laws, regulations, and policies. We will cover Federal Management Regulation 41 CFR 102-34 "Motor Vehicle Management" in its entirety and highlight recent updates. Bring your questions about motor vehicle regulations and policies!
10 MINUTE BREAK						
Tuesday, January 27, 2015	3:40 PM	4:40 PM	A	Vehicle Purchasing Overview	Leonard Fedoruk, GSA MVM	An overview of vehicle purchasing to include the latest offerings and regulation changes. Introduce the new look of AutoChoice and learn about future
			B	VAM 2015 and Beyond	Karl Wolfe, GSA OGP	The Presidential Memorandum, Federal Fleet Performance, was released on May 24, 2011. The memorandum sets specific fleet performance goals for the Federal fleet and assigns responsibilities to both Federal agencies and GSA. Your agency completed its VAM, what's next? This session will outline the actions needed, outcomes expected, and the timeline to accomplish these mandates. Come to learn how this important memorandum will impact you and your fleet now and well into the future. This session is for attendees at all levels of Federal fleet management from the field to the Agency Fleet Manager!
			C	What is your Personal Liability While Driving a GOV?	Devin Beckes, GSA MVM & Peter McTernan, GSA Off. of General Counsel	Are you liable for job related accidents when you or your employees have accidents in a GOV? Did you know that state law determines this issue? This program addresses legal issues applicable to Government employees and managers. The workshop will cover the basics of the Federal Torts Claims Act and discuss cases where a Federal employee would not be liable, cases where a Federal employee would be liable and ways to protect yourself.
END OF DAY						

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Date	Start time	End time	Room	Session Title	Presenters	Description
Wednesday, January 28, 2015	8:00 AM	8:50 AM	A	Safety and Accidents when Leasing from GSA Fleet	George Schaubhut, GSA MVM	An overview of safety and accident preventative measures. Also learn what to do in the event of an accident while driving a GSA leased vehicle.
			B	GSA Office of Motor Vehicle Management Update	Bill Toth, Director, GSA MVM	Join the Director of the Office of Motor Vehicle Management for a discussion on the latest news and offerings from this organization. Come prepared to ask organization, leasing or purchasing. questions on any topic related to either side of the leasing or purchasing program.
			C	The Hows and Whys of Vehicle and License Plate Registration	Vong Khamvongsa, GSA MVM & Patrick McConnell, GSA OGP	Come learn about the new A/B tag initiative for federal license plates, along with the rules, exceptions to the rules, how to work with your agency's records in the FMVRS, and your responsibilities for managing them.
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Wednesday, January 28, 2015	9:00 AM	9:50 AM	A	GSA Pilot Programs	Stacy LoShciavo, GSA MVM	Learn about the various programs GSA MVM is piloting, such as: car sharing, AFV, Fleet Share, Collision Avoidance, etc.
			B	Preparing for Line-Item Reporting- Part 1	Karl Wolfe, GSA OGP; Ron Stewart, GSA OGP; & Jeff Caldwell, GSA OGP	Federal motor vehicle data reporting has grown complex. The time has come for line-item reporting to fulfill the fleet data reporting mandates. This workshop will highlight what is coming for line-item reporting and what it means for your agency. OGP will discuss the upcoming changes in FAST and can answer all of your questions!
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Wednesday, January 28, 2015	10:00 AM	10:50 AM	A	What to Expect when Exchanging your Vehicle	Cheryl Hall, GSA MVM & Gordon Lancaster, GSA MVM	An explanation of the ordering and exchange process for GSA Fleet leasing customers.
			B	Preparing for Line-Item Reporting- Part 2	Karl Wolfe, GSA OGP; Ron Stewart, GSA OGP; & Jeff Caldwell, GSA OGP	Federal motor vehicle data reporting has grown complex. The time has come for line-item reporting to fulfill the fleet data reporting mandates. This workshop will highlight what is coming for line-item reporting and what it means for your agency. OGP will discuss the upcoming changes in FAST and can answer all of your questions!
			C	Fleet Card 101	Varuna Singh, GSA SmartPay	Provide cardholders with information about the GSA SmartPay Fleet Card Program, which are available to Federal government agencies and organizations. The Office of Charge Card Management (OCCM) will discuss the roles and responsibilities in managing a Fleet Card program, share leading practices, and provide some general resources available to agencies/organizations.
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Wednesday, January 28, 2015	11:00 AM	11:50 AM	A	Fleet Manager 101	Connie Aaron, GSA OGP Karl Wolfe, GSA OGP Patrick McConnell, GSA OGP & Joddy Garner, GSA OGP	Are you new to Federal fleet management? Has it been a while since you've had a fleet management refresher course? Do you oversee, but don't actually perform the fleet management function within your agency? If you answered yes to any of these questions, you need to make plans to attend this workshop. We will discuss virtually everything you need to know to manage motor vehicle fleets in an informal environment geared toward learning and two-way conversations. This is your opportunity to learn about Fleet policies, procedures, mandates, new programs, and to ask any questions you have concerning motor vehicles and the fleet management process.
			B	GSA's Federal Fleet Management System	Shane Hamilton, GSA MVM	What makes GSA's Federal Fleet Management System (FedFMS) the most logical choice for a vehicle inventory management system? During this session, you will
			C	Fleet Manager Panel	Brian Smith, GSA MVM; Gene Selzer, GSA MVM	Discuss fleet management logistics, problems and successes with other Fleet managers. Speakers in include Agency Head Quarters Manager, local management and GSA Fleet Leasing management.

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			B	Ambulance Technology and Standards Update Part I	Jim Green, NIOSH; Dave Bryson, NHTSA; & John McDonald, GSA MVM	GSA Engineering, NIST, NIOSH, and NHTSA experts will provide an update on the specifications and new safety technologies available for ambulances.
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Thursday, January 29, 2015	11:00 AM	11:50 AM	A	Repeat TBD		
			B	Telematics in the Federal Fleet	Joddy Garner, GSA OGP; Lori Rectanus, GAO; Tom Moriarty, GSA MVM; James Kerr, HHS; & Bill Griffith, Div. Chief, Montgomery Co.	In May 2014, the Government Accountability Office (GAO) released a report "Federal Vehicle Fleets: GSA Has Opportunities to Further Encourage Cost Savings for Leased Vehicles" (GAO 14-443). GAO indicated in the report that the experts consulted by GAO "agreed that in some cases, telematics could facilitate cost savings by providing fleet managers with information needed to reduce fleet size, fuel use, misuse of vehicles, and unnecessary maintenance." Learn how Federal Fleet Managers are using telematics in their fleets and how you can use them in
			C	Repeat TBD		
Thursday, January 29, 2015	11:50 AM	4:00 AM	EXHIBITOR & AUTO SHOW FLOOR OPEN (end of training sessions)			